



# City of Hollister

Human Resources

375 Fifth Street

Hollister, CA 95023

## **PAYMENT CENTER ASSISTANT (Temporary/Part-Time Non-benefited Position)**

**Salary: \$10.00-15.00/hr.  
Currently Two (2) Positions Open**

**Final Filing Date: Friday, February 19, 2016 by 5pm**

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This is an open recruitment. Qualified candidates from the public are encouraged to apply. The City of Hollister is accepting applications for the position of Payment Center Assistant within the Administrative Services Department/Finance Division. Hours may be between 20 to 25 hours per week (hours will be determined by the department's needs).

*The eligibility list that is developed from this recruitment process may be used to fill future vacancies in a similar classification.*

**Position:** Under supervision, to perform front counter duties, general clerical and receptionist duties, with heavy phones and public contact.

**Qualifications:** Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying.

**Experience:** No experience required.

**Training:** Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

**Special Requirements:** Essential duties require the following physical skills and work environment:

Computer and cash handling skills desired.

Prior office environment experience preferred.

**Other Requirements:** Applicant must be at least 18 years of age.

Bilingual skills desired, not required.

**License & Certificate:** Possession of an appropriate, valid California driver's license is required.

**Examples of Duties:** Filing, copying, sorting and distribution of mail, may handle cash. May require some date entry. Will operate variety of office equipment, including phones, fax, computer, 10-key. Assist in providing services at the public counter; greet the public at the service counter; answer the telephone, take messages, transfer calls, and provide information regarding services and procedures; answer questions from the public; receive and process applications for services; issue licenses. Open and sort utility bill payments; check amounts against payment stubs and enter data; balance and process payments. Serve as cashier; receive cash by mail, in person, or electronic transfer for payment of services, fees, permits, and deposits; record and issue receipts; count monies, wrap coins, and record checks for bank deposits; prepare and balance deposits. Perform related duties and responsibilities as assigned.

**How to Apply:** A formal City Employment Application is required at the time of filing and may be obtained from the **City of Hollister, Human Resources Division located at 375 Fifth Street, Hollister, CA 95023, (831) 636-4300 ext. 24 or may downloaded from website: [www.hollister.ca.gov](http://www.hollister.ca.gov)** . Applicants may attach a resume to their completed application, but a resume cannot be accepted in lieu of an official application form.

**Selection Process:** Candidates presenting the most desirable combination of education, experience and/or training as stated in this announcement will be invited to continue in the selection process. The selection process may require any combination of the following: application appraisal, written examination, performance test, and personal interview conducted by an outside oral panel and/or the Community Services Department. Following the examination process, successful candidates are placed on an employment list. Appointment will be made from the employment list. Appointed employee(s) will be required to pass drug screen and fingerprints.

**Equal Opportunity/Affirmative Action:** The City of Hollister does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation, age, disability, marital status, political affiliation, or any other non-merit factor. The City of Hollister encourages minorities and women to apply. The City of Hollister makes reasonable accommodations for the disabled. Individuals requiring any accommodation in order to participate in the testing process must inform the Human Resources Office in writing no later than the final filing date stated in the job announcement. Requests for accommodation should include an explanation of the type and extent of accommodations needed to participate in the selection process and/or to perform the duties of the job for which they have applied.

***\* Temporary appointments are not to exceed 1,000 hours per fiscal year.***

***NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice.***

**DATE OF NOTICE: February 5, 2016**